

approved

ADMINISTRATIVE-INTERNAL USE ONLY

EYES ONLY

ORD-5638-72

25 September 1972

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : Recommendation for Promotion -
25X1A9a [REDACTED]

25X1A9a

1. It is recommended that [REDACTED] be promoted from GS-5, step 2 to GS-6, step 1. She is currently assigned to and is very capably performing the duties of the Junior Secretary GS-6 position for Biological Sciences Division/ORD.

25X1A9a

2. [REDACTED] entered on duty with the Agency in July 1969 and was assigned to ORD in September 1969. She joined BSD/ORD in August 1971.

25X1A9a

3. [REDACTED] has adapted herself extremely well to the operations of the Division and has become an increasingly valuable asset. She performs her many duties with a minimum of supervision. She is highly motivated toward becoming a professional secretary and has taken the Secretarial Techniques training course and has applied for Records Management training. When required, [REDACTED] very ably substitutes for the Division Senior Secretary. I believe [REDACTED] has demonstrated through very competent performance that she is ready for and deserves this promotion to the GS-6 position she has filled for more than a year.

25X1A9a

25X1A9a

[REDACTED]
Chief, Biological Sciences Division
Office of Research and Development
DD/S&T

25X1A9a

EYES ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

EYES ONLY

SUBJECT: Recommendation for Promotion -
25X1A9a [REDACTED]

ORD-5638-72

RECOMMEND APPROVAL

Chairman, Special Panel, ORD

Date

APPROVAL:

Director of Research and Development

Date

EYES ONLY
ADMINISTRATIVE-INTERNAL USE ONLY